



MEAP/MME

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program/Michigan Merit Examination

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MME Coming Attractions and Reminders

January 14, 2008 – PreID deadline for Spring 2008 MME – refer to January 9 email to TS, BU, TAC, HS Principals, and District Assessment Coordinators for additional information.

January 18, 2008 – ACT Enrollment Verification Forms due back to ACT. Verify your Grade 11 enrollment and the number of Grade 12 students eligible and planning to retest in Spring 2008. These forms were sent to MME Test Supervisors in early January. If you have not yet received your ACT Enrollment Verification form, the MME Test Supervisor should contact ACT at the number listed in your ACT Supervisor's Manual.

January 25, 2008 – Last date to request State-Allowed accommodations for MME Day 1 – ACT Plus Writing. This date does not apply to students who have a pending application submitted to ACT for ACT-Approved accommodations. See related article, ACT-Approved and State-Allowed Accommodations.

Week of January 28, 2008 – Test Accommodations Coordinators (TAC) will receive a Preliminary Roster of Students Testing with ACT-Approved Accommodations for MME Day 1 – ACT Plus Writing. You must review this list to ensure that all students are included, and verify the type of accommodation and timing code for each student. Contact ACT regarding any discrepancies by **February 8, 2008**.

February 1–18, 2008 – MME Test Supervisor will receive nonsecure materials shipment including answer documents, barcode labels, and Administration Manuals for Room Supervisors and Proctors. See page 15 of the MME Spring 2008 Administration Manual for additional information.

February 19 – March 7, 2008 – MME Test Supervisor and TAC conduct **Required Training Session for Room Supervisors and Proctors**. Refer to Training Session Outline on pages 13-14 of the MME Spring 2008 Administration Manual. Also conduct **Required Pretest Sessions for students** to pregrid their answer documents. Instructions must be read verbatim from the MME Spring 2008 Administration Manual (pages 20-25). The Pretest Session must be completed for all three MME answer documents (Day 1, Day 2, and Day 3) prior to test day. Students who have not completed the Pretest Session prior to test day will not be allowed to test. They will need to be rescheduled for the Makeup Test Day and complete the Pretest Session prior to the Makeup Test Day.

February 26, 2008 – Beginning of 'No Test Preparation' Window - Refer to page 20 in the *Professional Assessment and Accountability Practices for Educators, updated August 2007*, on the MME web page at www.michigan.gov/mme in the MME Spring 2008 Assessment Administration box. This includes ACT, WorkKeys, and Michigan components.

February 28 – March 5, 2008 – Additional Order window for MME Day 2 and Day 3 materials using the OEAA Secure Site. Remember that students who have an accommodation of extended time must use an

Extended Time Test Booklet (Form 0812), not an Initial or Makeup Test Booklet, as these students will be testing with accommodations during the two-week window. Refer to the MME Spring 2008 Administration Manual for Students Testing with Accommodations.

March 11, 2008 – MME Day 1 – ACT Plus Writing (Makeup Date is March 25, 2008, Accommodated Window is March 11-25, 2008)

March 12, 2008 – MME Day 2 – WorkKeys Reading for Information, WorkKeys Applied Mathematics, and Michigan Mathematics (Makeup Date is March 26, 2008, Accommodated Window is March 12-26, 2008)

NOTE: Effective Spring 2008, it is not an option to administer the Day 3 tests in the afternoon of Day 2. See Dr. Joseph Martineau December 19, 2007 Memorandum, and Change for Day 3 MME Spring 2008 memorandum from James Griffiths, posted on the MME web page at www.michigan.gov/mme

March 13, 2008 – MME Day 3 – Michigan Science and Social Studies – see NOTE above – (Makeup Date is March 27, 2008, Accommodated Window is March 13-27, 2008)

Change in MME Scheduled Pickup Dates

Due to the elimination of the option to administer Day 3 tests in the afternoon of Day 2 (see NOTE above), we have altered the MME Scheduled Pickup Dates as follows:

March 12, 2008 – Scheduled pickup of all Day 1 Initial test materials for return to ACT (see ACT Return Instructions included with your ACT shipment or in the *Spring 2008 ACT Supervisor's Manual of Instructions*)

March 14, 2008 – Scheduled pickup of all Day 2 and Day 3 Initial test materials for return to Pearson (see pages 55-60 in the *MME Spring 2008 Administration Manual*)

March 26, 2008 – Scheduled pickup of all Day 1 Makeup and Accommodated test materials for return to ACT (see ACT Return Instructions included with your ACT shipment or in the *Spring 2008 ACT Supervisor's Manual of Instructions*)

March 28, 2008 – Scheduled pickup of all Day 2 and Day 3 Makeup and Accommodated test materials for return to Pearson (see pages 55-60 in the *MME Spring 2008 Administration Manual*)

OEAA will not guarantee scoring of any documents that are not returned on these dates in the **Scorable** material box(es). Documents returned without a barcode label will **not** be scored.

ACT-Approved and State-Allowed Accommodations Update

MME Day 1 – ACT Plus Writing

Approved applications - If you submitted an application for ACT-Approved Accommodations for a student and the application is approved, the student will appear on your Preliminary Roster of Students Testing with Accommodations that you will receive the week of January 28, 2008. You should verify **all** information on the Preliminary Roster and contact ACT with any questions by February 8, 2008.

Denied applications – If you submitted an application for ACT-Approved accommodations for a student and ACT denies the application, the TAC will receive notification from ACT that includes a *Request for*

State-Allowed Accommodations form. The TAC should determine with the student and parent which of the following options the student will take:

- 1) the student opts to take the ACT Plus Writing without accommodations and receive ACT college reportable scores
- 2) the student opts to take the ACT Plus Writing with State-Allowed accommodations and will **not** receive ACT college reportable scores

If option 2 is selected, then the TAC must submit the *Request for State-Allowed Accommodations* form by the date specified in the denial letter received from ACT. The January 25, 2008 deadline does not apply to students who have an ACT-Approved application pending.

State-Allowed Accommodations – If you have a student that requires accommodations based on their IEP, 504 Plan, or ELL instruction that are not eligible for ACT-Approved accommodations resulting in college reportable scores, then you must request the State-Allowed Accommodations by the January 25, 2008, deadline. Refer to the *MME Spring 2008 Administration Manual for Students Testing with Accommodations* and the *MME Accommodations Summary Table Spring 2008* posted on the MME web page in the MME Assessment of Special Populations box at www.michigan.gov/mme.

Transfer Students – Students with ACT-Approved accommodations that change schools after the December 3, 2007, application deadline are eligible to receive the ACT-Approved accommodations at their new school. TACs must submit an ACT State Testing Accommodations Transfer Request Form to ACT by February 15, 2008. The form is available on the MME web page at www.michigan.gov/mme.

New Students or Newly Identified Disabilities - November 1, 2007 – January 25, 2008

TACs may submit a *Request for ACT-Approved Accommodations* with accompanying documentation by January 25, 2008. This extended date only applies to students newly enrolled or with newly identified disabilities during the November 1, 2007 – January 25, 2008 window. This is not an extension of the application deadline for any other student. If the student is transferring from another Michigan school the TAC should complete a Transfer form rather than submitting a new application.

MME Day 2 and Day 3 Accommodations

Accommodations for MME Day 2 and Day 3 are a local decision based on the student's IEP, 504 Plan or ELL instruction. Accommodated Testing for these dates do not require approval. The accommodated testing materials must be ordered using the OEAA Secure Site. Remember that students who have an accommodation of extended time must use an Extended Time Test Booklet (Form 0812), not an Initial or Makeup Test Booklet, as these students will be testing with accommodations during the two-week window. Refer to pages 5-6 of the *MME Spring 2008 Administration Manual for Students Testing with Accommodations* for additional information.

REMINDER: MEAP Pilot Testing Scheduled for January 11-23, 2008

This is a reminder that MEAP and the Secondary Credit Assessment System (SCAS) will be conducting stand-alone pilot tests January 14 - 23, 2008. MEAP will be piloting items in Grades 3 – 9 for English language arts, mathematics, science and social studies. SCAS will be piloting items in high schools for English 9, algebra I, geometry and biology.

Schools were selected to participate in the pilot testing using a randomized sampling approach which ensures that the samples represent the demographics of the State. MEAP coordinators, principals and superintendents were notified if they were chosen to participate in the pilot testing. About half of Michigan's school districts had at least one classroom selected for participation.

Although the participating schools will not receive any feedback on how their students performed on the pilot test, they will be given first priority to attend the field reviews that will take place in Escanaba (March 3), Harrison (March 4), Grand Rapids (March 5) and Lansing (March 7). The participants in the field reviews will have an opportunity to review and comment on the pilot items and pilot tests, under secure conditions (i.e., with their written assurance that they will not divulge any information about specific passages and/or items outside of the review).

An application form will be posted to the MEAP web page within the next few weeks providing educators an opportunity to sign up for these field reviews. Attendance at each of the review sites will be limited to 30 persons per content area (English language arts, mathematics, science and social studies).

Thanks to all of the superintendents, MEAP coordinators and principals for their cooperation in making these pilot tests successful.

Update on MEAP Schedule and Released Items

In response to a breach of MEAP security during the Fall 2007 administration, all 5th and 6th grade students were tested on new writing essays and answer documents developed by the Michigan Department of Education (MDE). This challenged the limited resources of both state and district staff, and reduced instructional time for students. As a result, MDE is instituting the following changes:

1. **The MEAP administration for each subject will now be on the same day across the state.** The MEAP administration schedule for Fall 2008 through Fall 2012 is provided as an attachment to this memorandum. The schedule has been developed in consultation with educational stakeholder groups across the State and is designed to balance the need for test security and flexibility in test administration. Please note that to maintain security, schools will not be allowed to administer any MEAP subject area assessment before the date provided in the attached schedule. For districts with contractual issues, other exceptions may be requested from OEAA. Accommodated administrations for each assessment will have from the initial test date for that assessment (mathematics, ELA part 1, ELA part 2, science, or social studies) to the final makeup testing date.
2. To address problems with test result turnaround times, concerns with test security, and concerns about the validity of late returned materials, **deadlines for shipping materials back to the scoring contractor** will be strictly enforced and **fees will be assessed for late returns**. The attached MEAP schedule also delineates these important deadlines and fees.
3. **Beginning with release of Fall 2007 MEAP results, OEAA will release only 50 percent of the operational items from the MEAP** rather than the 100 percent previously released (to allow for completely separate initial and make-up versions of each MEAP assessment). Items not released will be replaced in the released item booklets with descriptors that identify in a general way what was tested. For example, an item descriptor in mathematics might appear as follows:

Subtract two-digit numbers requiring regrouping

- A. Forgot to regroup
- B. Correct response
- C. Incorrect subtraction in tens column
- D. Incorrect subtraction in ones column

We expect these changes to improve the security of the MEAP, as well as improve our ability to issue MEAP reports in a timely fashion. If you have questions about any of these changes, please call 1-877-560-8378 or email oeaa@michigan.gov.

SOCIAL STUDIES ANNOTATED SCORING GUIDES POSTED FOR WEB REVIEW JANUARY 4TH-FEBRUARY 15TH 2008

Please visit our website: www.michigan.gov/oeaa to download the MEAP 6th and 9th grade and the MME social studies Annotated Scoring Guides. Next to each document, you will find a link to our on-line survey. Please let your social studies educators know about the guides and the on-line survey. Please encourage them to take a few minutes to complete the anonymous on-line survey so that we can incorporate responses from the field before the final guides are posted in March 2008. Any questions, please contact Ruth Isaia, MEAP/MME social studies consultant, 517 335 0477, isaiar@michigan.gov.

Spring 2008 ELPA Pre-Identification Process

Pre-identification of students on the OEAA Secure Site (www.michigan.gov/oeaa-secure) for the Spring 2008 ELPA is currently in progress. OEAA has pre-identified students from your Fall 2007 SRSD submission that were identified as receiving ELL services by your district. It is important to review the Pre-Identified Student Report from the OEAA Secure Website (page 31 of the OEAA Secure Site User Manual). Schools should make the following updates and adjustments to their Pre-Identified Student Report:

- Unassign students that should not be taking the Spring 2008 ELPA assessment (page 39 of the OEAA Secure Site User Manual).
- You should add additional students to the Spring 2008 ELPA assessment (page 23 of the OEAA Secure Site User Manual).
- All students identified on the OEAA Secure Site by the 5:00 p.m., January 24, 2008 will receive pre-identified answer documents. Schools will need to print barcode labels for student's answer documents that are identified after January 25, 2008.

You can find the OEAA Secure Site User Manual on the log in page of the OEAA Secure Site, before you log in. If you have any questions about the pre-identification process, please contact OEAA at 877-560-8378 or email oeaa@michigan.gov.

Education Week State Report Cards

The Education Week State Report Cards will be published on January 10, 2008 at <http://www.edweek.org/media/ew/qc/2008/18sos.h27.sum.pdf>.

Overall, Michigan's grade is a C+.

The grade for Standards, Assessment and Accountability (OEAA) is an A-, which is the highest grade of all sub categories for Michigan Department of Education!

NAEP Test Cycle Begins

The National Assessment of Educational Progress (NAEP – known as the Nation's Report Card, www.nationsreportcard.gov) is underway in Michigan starting in early January. Some schools are testing and others are receiving pre assessment visits from NAEP Assessment Administrators. Those schools that are in the sample were informed last June. This year NAEP is sampling student skills in Grade 8 arts and studying Long Term achievement in mathematics and reading. Please contact Paul Stemmer, Michigan NAEP State Coordinator, at (517) 241-2360, stemmerp@michigan.gov, if you have any questions.

NAEP is Piloting Innovative Online Science Assessment

Some of our schools are fortunate to have been selected to participate in a pilot of online science assessment. These assessments will assess science skills (such as ongoing simulated experiments and interactive charts) that would not be possible with paper and pencil assessment. The plan is to incorporate this type of assessment in future NAEP science assessments.

NAEP 2009

Schools will be notified of their selection for the 2009 NAEP this June, 2008 for the upcoming testing cycle for the academic year 2008-2009. The NAEP 2009 assessment components will include:

- National and Statewide math, reading and science in grades 4,8,12.
- Online science assessment,
- High School Transcript Study (Grade 12),
- 12th Grade Preparedness Study,
- the National Indian Education Study,
- Studies to improve NAEP Socio-Economic-Status Indicators,
- and piloting new math, reading, and US History items for future tests

January 11 Deadline for MME Auxiliary Test Centers

The following pertains exclusively to NON-public high school juniors and seniors whose own school will NOT offer the Michigan Merit Exam (MME) in Spring 2008. The deadline to register for Spring 2008 MME Auxiliary Test Centers is January 11. Go to www.michigan.gov/mme, then click on "MME Auxiliary Test Centers" near the bottom of the page. Questions, call Bob Nelson at 517-241-4987.

OEAA Contact Information

OEAA web site: www.michigan.gov/oeaa

OEAA secure database: www.michigan.gov/oeaa-secure

OEAA email address: oeaa@michigan.gov

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: www.michigan.gov/meap

MME web site: www.michigan.gov/mme

Merit Award Office toll-free phone number: 888-447-2687